

Executive Director-Comptroller

I P D
F I L E Personnel 16

Colonel White:

The Office of Security prepared the attached letter for my signature. However, I have redone it for your signature since your routing slip implies to me that you prefer to sign the reply.

John W. Coffey

EO-DD/S:LDP:es (30 Dec 71)

Distribution:

Orig - Adse w/orig & 5 cys of att (DD/S 71-4954)

X - DD/S subject w/cy of att

1 - DD/S chrono

DD/S 71-4954: Ltr dtd 30 DEC 1971 to Assistant Secretary of Labor Guenther
fm ExDir-Compt, subj: CIA plan of action for record keeping and reporting
injuries and illnesses

cc: DDCI

The Honorable George C. Guenther
Assistant Secretary of Labor
U. S. Department of Labor
Washington, D. C. 20210

Dear Mr. Secretary:

As requested by Secretary Hodgson's letter of 2 December 1971 and in compliance with the Williams-Stelzer Occupational Safety and Health Act of 1970, Executive Order 11612 and the Department's Guidelines for Federal Agencies, I am pleased to submit herewith in triplicate the CIA plan of action for record keeping and reporting concerning injuries and illnesses.

Through the years this Agency has been fully responsive to the reporting requirements of the Department of Labor with regard to the Department's responsibilities concerning safety and safety statistics in Federal employment. At the same time, and with the full cooperation of the appropriate Department of Labor officials, we have submitted reports in terms which permit the Director of Central Intelligence to discharge his responsibility under section 102(d)(3) of the National Security Act of 1947 (50 U. S. C. A. 403) to protect intelligence sources and methods, and having regard to the exemption from reporting requirements afforded this Agency by section 6 of the CIA Act of 1949, as amended (50 U. S. C. A. 403g). This exemption is established in the interests of the security of the foreign intelligence activities of the United States and in order further to implement the foregoing provisions of the National Security Act. I note also that the Williams-Stelzer Act, in section 19(d), denies access to the Secretary of Labor to records and reports specifically required by Executive Order to be kept secret in the interest of the national defense or foreign policy. A substantial portion of CIA records, of course, are in this category. In keeping with these several requirements and interests, our plan of action in a few instances does not provide for furnishing all details of information. We, of course, will cooperate

fully with the Department and if these arrangements for reporting are not satisfactory, we will be glad to do what we can to meet your needs, while continuing to discharge our own statutory responsibilities.

Sincerely,

LS/

L. K. White
Executive Director

Enclosure

DD/Sec:EPG (29 Dec 71)

STAT

Rewritten:EO-DD/S:LDP:es (30 Dec 71) ORIGINATOR:

Distribution:

Orig - Adse
1 - Signing Official
1 - ER
1 - OGC
✓ 2 - DD/S subj.
1 - D/Sec

/s/ on orig. _____
for Howard J. Osborn
Director of Security
29 Dec 71

CONCUR:

John W. Coffey
Deputy Director
for Support

Date

STAT

Approved For Release 2003/02/27 : CIA-RDP84-00780R004200170001-9

Approved For Release 2003/02/27 : CIA-RDP84-00780R004200170001-9

**PLAN OF ACTION
RECORDING AND REPORTING
OCCUPATIONAL INJURIES AND ILLNESSES
CENTRAL INTELLIGENCE AGENCY**

1 JANUARY 1972

1. The names and addresses of workplaces will be recorded on the accident record form retained by the Safety Officer. The Department of Labor may submit forms OSHA No. 101F and No. 102FT to the Central Intelligence Agency, attention Safety Officer, Washington, D. C. 20506.

STAT

2. [REDACTED] CIA Safety Officer, is the official assigned to coordinate the CIA's safety program with the Department of Labor.

3. The Agency has published definitive regulations permitting its safety program, including investigating, reporting and processing accident and injury reports. These regulations require that area safety officers investigate all accidents, including fires, as soon as practicable after they occur and furnish the CIA Safety Officer copies of the completed accident report forms.

a. The Agency has its own forms for (1) reporting injuries, illnesses, motor vehicle accidents, and fires; (2) recording injuries and illnesses; and (3) recording motor vehicle accidents. The two

forms for reporting and recording injuries and illnesses are being modified to include (1) whether more than one visit to the doctor was required, (2) whether hospitalization was required, and (3) name and address of the hospital.

b. A copy of each CA 1&2, Federal Employee's Notice of Injury or Occupational Disease, filed with the Office of Personnel, is also filed with the Safety Staff to insure complete reporting to the Safety Staff.

c. A detailed analysis of the total accident and injury experience of Agency employees is prepared each year for the Director of Central Intelligence, Director of Security and members of the CIA Safety Committee.

d. Copies of the three Agency internal accident reporting and recording forms are not being furnished inasmuch as their circulation outside the Agency could be detrimental to the best interest of the United States Government.

e. The quarterly and annual reports, Form OSHA No. 102F, to be submitted by the Central Intelligence Agency will contain information as requested with exception of Code 40 (total man-hours worked by all employees) and Code 50 (average number of employees).

f. The total number of employees and the total number of hours worked will not be submitted. In lieu of this information, the Agency frequency rate will be submitted as previously agreed.

g. The Central Intelligence Agency will utilize Form OSHA No. 102F for its quarterly and annual reporting but will not use Form OSHA No. 100F since a card file system containing the same information is maintained in the Safety Staff.

Form GSMA No. 181F will not be submitted during 1972; however, it is expected that it will be utilized by the first reporting period of 1973. The Agency's modified accident report form containing the required information will be utilized in preference to Form GSMA No. 181F.

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Approved For Release 2003/02/27 : CIA-RDP84-00780R004200170001-9

Approved For Release 2003/02/27 : CIA-RDP84-00780R004200170001-9

DD/S 71-4954

The Honorable George C. Guenther
Assistant Secretary of Labor
Occupational Safety and Health Administration
Room L.L-2, Railway Labor Building
U. S. Department of Labor
Washington, D. C. 20210

Dear Mr. Guenther:

As requested by Secretary Hodgson's letter of 2 December 1971 and in compliance with the Williams-Steiger Occupational Safety and Health Act of 1970, Executive Order 11612 and the Department's Guidelines for Federal Agencies, I am pleased to submit herewith in triplicate the CIA plan of action for record keeping and reporting concerning injuries and illnesses.

Through the years this Agency has been fully responsive to the reporting requirements of the Department of Labor with regard to the Department's responsibilities concerning safety and safety statistics in federal employment. At the same time, and with the full cooperation of the appropriate Department of Labor officials, we have submitted reports in terms which permit the Director of Central Intelligence to discharge his responsibility under section 102(d) (3) of the National Security Act of 1947 (50 U.S.C.A. 403) to protect intelligence sources and methods, and having regard to the exemption from reporting requirements afforded this Agency by section 6 of the CIA Act of 1949, as amended (50 U.S.C.A. 403g). This exemption is established in the interests of the security of the foreign intelligence activities of the United States and in order further to implement the foregoing provisions of the National Security Act. I note also that the Williams-Steiger Act, in section 19(d),

denies access to the Secretary of Labor to records and reports specifically required by Executive Order to be kept secret in the interest of the national defense or foreign policy and grants access to the Secretary to such information as will not jeopardize national defense or foreign policy. A substantial portion of CIA records of course are in this category. In keeping with these several requirements and interests, our plan of action in a few instances does not provide for furnishing all details of information. We of course will cooperate fully with the Department and if these arrangements for reporting are not satisfactory, we will be glad to do what we can to meet your needs, while continuing to discharge our own statutory responsibilities.

Sincerely,

John W. Coffey
Deputy Director
for Support

Enclosure

SUBJECT: The Central Intelligence Agency's Plan of Action
for Recording and Reporting Injuries and Illnesses

ORIGINATOR:

STAT

[Redacted]

29 DEC 1971

Jan Howard J. Osborn
Director of Security

Date

Distribution:

Orig & 1 - Addressee
2 - DD/S *Change Subject*
1 - OGC
1 - D/Sec

29 DEC 1971

MEMORANDUM FOR: Acting Director of Central Intelligence

THROUGH : Deputy Director for Support

SUBJECT : The Central Intelligence Agency's Plan
of Action for Recording and Reporting
Injuries and Illnesses

1. This memorandum suggests action on your part; this
action is contained in paragraph 3.

2. In a letter dated 2 December 1971, the Secretary of
Labor asked for the Central Intelligence Agency's Plan of Action
for the recording and reporting of occupational injuries and ill-
nesses as required by the Occupational Safety and Health Act of
1970 and Executive Order 11612.

3. In response to the Secretary of Labor's request, the
attached letter has been prepared for your signature.

[Redacted] STAT

for Howard J. Osborn
Director of Security

A.t

**SUBJECT: The Central Intelligence Agency's Plan of Action
for Recording and Reporting Injuries and Illnesses**

Distribution:

Orig - Return to OS
2 - DD/S
(Chrono, Subject)

UNCLASSIFIED

Approved For Release 2003/02/27 : CIA-RDP84-00780R004200170001-9
 USE ONLY CONFIDENTIAL

SECRET

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

Director of Security

EXTENSION

NO.

DATE

29 DEC 1971

STAT

TO: (Officer designation, room number, and building)

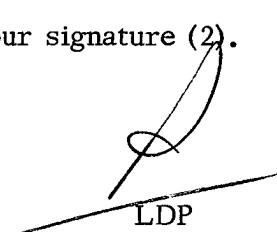
DATE

RECEIVED FORWARDER

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. DD/S				The attached has been coordinated with [redacted] Office of General Counsel.
2.				
3.				
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5. D/Security				
6.				
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11.				
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13.				
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15.				

TRANSMITTAL SLIP		DATE 30 December 1971
TO: Mr. Coffey		
ROOM NO.	BUILDING	
REMARKS:		
<p>Recommend your signature (2).</p> 		
FROM:		
ROOM NO.	BUILDING	EXTENSION

FORM NO. 241
1 FEB 55

REPLACES FORM 35-8
WHICH MAY BE USED.

(47)

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM

UNCLASSIFIED CONFIDENTIAL SECRET

OFFICIAL ROUTING SLIP

Personnel 16

TO	NAME AND ADDRESS	DATE	INITIALS
1	<i>Director of Security</i>		
2			
3			
4			
5			
6			
<input checked="" type="checkbox"/> ACTION	DIRECT REPLY	<input checked="" type="checkbox"/> PREPARE REPLY	
APPROVAL	DISPATCH	RECOMMENDATION	
COMMENT	FILE	RETURN	
CONCURRENCE	INFORMATION	SIGNATURE	

Remarks:

If at all possible, the DD/S would appreciate receiving the suggested reply by 22 Dec.

FOLD HERE TO RETURN TO SENDER

FROM: NAME, ADDRESS AND PHONE NO.

DATE

<i>L-0-DDS</i>	<i>12-8-71</i>
CONFIDENTIAL	SECRET

FORM NO. 237
1-67

Use previous editions

(40)

STAT

Distribution:

Orig - D/Sec w/orig of att (DD/S 71-4721)

1 - DD/S subject w/cy of att

DD/S 71-4721: Ltr dtd 2 Dec 71 to DCI fm Sec. of Labor, subj: Collection, recording, and reporting data required by Williams-Steiger Occupational Safety and Health Act of 1970

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM

UNCLASSIFIED CONFIDENTIAL SECRET

OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS	DATE	INITIALS
1	The Director	6 DEC 1971	
2	The Executive Director	7 DEC 1971	W
3	DDS		
4			
5			
6			
<input checked="" type="checkbox"/> ACTION	DIRECT REPLY	<input checked="" type="checkbox"/> PREPARE REPLY	
APPROVAL	DISPATCH	RECOMMENDATION	
COMMENT	FILE	RETURN	
CONCURRENCE	INFORMATION	SIGNATURE	

Remarks:

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FROM: NAME, ADDRESS AND PHONE NO.

DATE

UNCLASSIFIED CONFIDENTIAL SECRET

FORM NO. 1-67 237 Use previous editions

(40)

21-4478/5

S-7

U. S. DEPARTMENT OF LABOR
OFFICE OF THE SECRETARY
WASHINGTON

DD/S 214721

DEC 2 1971

Honorable Richard M. Helms
Director
Central Intelligence Agency
Washington, D.C. 20505

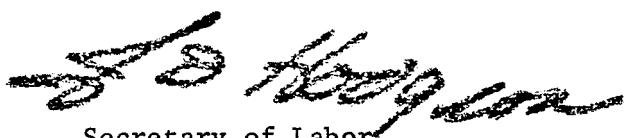
Dear Mr. Helms:

On December 29, 1970, President Nixon signed into law the Williams-Steiger Occupational Safety and Health Act of 1970 (P.L. 91-596). On July 26, 1971, he signed Executive Order 11612 which further defined the participation expected of each Federal agency in developing and maintaining a safety and health program including an effective record-keeping and reporting system. This letter transmits guidelines to assist in the development of records and in the submission of Federal agency reports consistent with those prepared by the private sector.

Recording of occupational injury and illness data begins January 1, 1972, with the first quarterly report due May 15, 1972. To ensure that all departments and agencies are moving in the same direction in the development of their data collection, recording, and reporting arrangements, a plan of action is requested from each agency by January 1, 1972. The requirements of the plan of action are included in the enclosed guidelines.

We expect to derive valuable insights into the nature of occupational injuries and illnesses from the information obtained from these reports. Your cooperation and support are deeply appreciated.

Sincerely,



Secretary of Labor

Enclosure

DD/S REGISTRY
FILE Personnel 16

Executive Director-Comptroller

Colonel White:

During your absence Mr. Colby requested additional explanation about the Agency's Safety Program. The attached memorandum addressed to you is the further discussion he requested. It is keyed by paragraph number to the report attached to the letter to Secretary Hodgson.

I recommend you forward the letter and report for the Director's signature.

R. S. Wattles
Robert S. Wattles

EO-DD/S:LDP:es (12 Nov 71)

Distribution:

Orig - Adse w/orig & 3 cys of att (DD/S 71-3950)
~~X~~ - DD/S subject w/cy of att & w/background
1 - DD/S chrono

DD/S 71-3950: Memo dtd 10 Nov 71 to ExDir-Compt fm D/Sec, subj: Report of the CIA's Plans for Implementation of Safety Standards

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71-3950

10 NOV 1971

MEMORANDUM FOR: Executive Director-Comptroller

THROUGH : Deputy Director for Support

SUBJECT : Report of the Central Intelligence Agency's Plans for Implementation of Safety Standards

1. This memorandum is for information only.
2. In a letter dated 24 August 1971, the Secretary of Labor asked for a report of the Central Intelligence Agency's plans for the implementation of applicable safety standards promulgated under Section 6 of the Occupational Safety and Health Act. He also asked for the name of the individual designated to be responsible for the management of the safety program within the Central Intelligence Agency. In compliance with his request, the attached report has been prepared. Further, in compliance with your request, the following information is provided concerning the report:

PRESENT IMPLEMENTATION

1. No additional explanation is considered necessary.
2. Operating officials are charged by published regulations, [redacted] with the responsibility of designating area safety officers. These regulations were updated 18 November 1970. Usually those individuals designated are so fully occupied with their primary duties that they have little time to devote to the safety program. The safety handbooks, [redacted] dated 18 March 1960, and [redacted] dated 24 March 1960, are outdated and should be completely revised. Efforts have been devoted to the revision of the handbooks.

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during the past four years with limited success. To date, preliminary drafts have been completed of eight chapters of proposed thirty-three chapters. Work will continue on the handbooks as time and personnel are available.

3. Headquarters Regulation [redacted] provides for the establishment of a CIA Safety Committee, chaired by a designee of the Director of Security and composed of members from the Offices of the Deputy Director for Intelligence, Deputy Director for Plans, Deputy Director for Support, Deputy Director for Science and Technology, and the Offices of Security, Logistics, Medical Services, and Personnel. The Committee was established in 1960 to assist the Director of Security in the execution of his responsibility for the Agency Safety Program. Its first meeting was held 28 June 1960, and it has met on an unscheduled basis (15 meetings) since that time. Its last meeting was held 16 October 1968. The new Chairman anticipates calling a meeting in the near future to discuss the utility of this Committee. Members of the Safety Committee are as follows:

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Office of Security

DDI

DDP

DDS

DDS&T

DDS/OL

DDS/OMS

DDS/OP

DDS/OS

(Safety Advisor)

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Relative to the special headquarters committee, a program was approved by the DDP and DDS to provide assistance to all FE installations handling, storing and shipping explosives. An Ordnance Safety Committee has been established to assist field stations in carrying out their responsibilities regarding ordnance safety. The Committee is comprised of representatives of the FE Division (Chief of Support), Office of Logistics (Chief, [redacted] 25X1 Supply Division), and Office of Security (CIA Safety Officer, Chairman). The last two meetings of this Committee were 17 September 1970 and 22 October 1971.

4. Major Agency facilities, in addition to certain areas within CIA Directorates, should receive annual safety and fire inspections. Due to the lack of manpower, these inspections are conducted on a nonscheduled basis.

a. The overseas inspection program is inactive. Only one safety inspection has been conducted at an Agency overseas facility in the past nine years. However, preliminary planning has been initiated to conduct inspections of three overseas sites in early 1972.

b. There are approximately [redacted]

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[redacted] as well as numerous areas within the various CIA Directorates, that should receive comprehensive safety surveys on an annual basis. Inspections have been conducted of six major Agency facilities and eight areas within the Directorates during calendar year 1971. Priority attention is given those installations considered most vulnerable, such as, [redacted] which was last surveyed in July 1971.

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5. [redacted] states that the Director of Logistics is responsible for coordinating with the Director of Security relative to the physical security aspects of real estate and

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construction requirements. [redacted] states that all design and construction will be effected in the most economical and austere manner consistent with safe construction and functional requirements and will conform with accepted architectural and engineering practices, security requirements, and the prescribed codes where applicable.

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On 10 December 1970 formal procedures were finalized between the Safety Staff and the Office of Logistics concerning related procedures and responsibilities for (1) the procurement, installation and inspection of new fire alarm systems as well as modifications, improvements and correction of deficiencies in the existing systems, and (2) review of plans and specifications of new buildings and major remodeling of existing facilities to ensure the inclusion of requirements of the National Fire Codes and other applicable safety codes.

6. Daily publications of the Federal Register are received in the Safety Staff where they are reviewed and information pertinent to safety is extracted. Applicable standards maintained on a current basis include those published by the National Fire Protection Association, the American National Standards Institute, Building Officials and Code Administrators, applicable local codes, and the standards promulgated by the Secretary of Labor.

7. Personnel of the Safety Staff attend safety courses as the work load permits. The following courses were attended during 1970 and 1971:

a. Two employees attended separate one-week courses (Safety Management and Industrial Hygiene) conducted by the National Safety Council, Chicago, Illinois.

b. Three employees attended a three-day course on Special Demolitions and Pyrotechnics at Fort Bragg, North Carolina.

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c. One employee attended a three-day course on Arson Investigation and Explosive Devices conducted by the Florida Institute for Law Enforcement, St. Petersburg, Florida.

d. Two employees attended a one-week course on TSD Special Explosive Devices.

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e. One employee attended a one-week conference of Fire Department Instructors at Kansas City, Missouri, regarding new innovations for fire fighting techniques, new teaching techniques, and new materials.

8. The CIA Safety Officer has been a member of the Advisory Board of the Federal Safety Council and attended its meetings for the past several years. Three members of the Safety Staff are members of the Federal Fire Council and the Potomac Chapter of the Federal Safety Council, and they alternate attending the meetings. One member of the Safety Staff attends the annual Federal Safety Conference and National Safety Council meetings in Chicago, Illinois. Two collateral duty safety officers from OI also attended these conferences in 1971.

9. The Office of Security conducts a Physical Security Course for the Security Officers assigned to various components throughout the Agency. These Security Officers are normally designated by the Operating Officials as the Safety Officers. Normally three days of the course are devoted to safety training. The training includes review of their responsibilities as Safety Officers, review of safety regulations and handbooks, techniques of safety and fire inspections, investigations of accidents and fires, submission of proper records, fire prevention, fire protection, and fire fighting. These subjects, of course, cannot be exhaustively covered in three days, and consideration is being given to increasing the time allotted to this training.

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10. In a memorandum to the Deputy Director of Central Intelligence, dated 17 July 1967, the Chairman, Federal Safety Council, solicited support of the CIA in strengthening the activities of the field Federal Safety Councils. As a result of the memorandum, on 23 August 1967, the Executive Director-Comptroller in memoranda to the DDP, DDI, DDS&T, and DDS stated that he would like all field installations under their jurisdiction to cooperate in every way possible with field Federal Safety Councils, at the same time bearing in mind the CIA requirements for cover and security.

11. The disabling injury frequency rate (number of lost time injuries per one million hours worked) for the CIA compared to all Federal Establishments for each of the past five years is:

<u>Year</u>	<u>CIA</u>	<u>Federal Establishments</u>
1966	3.9	6.9
1967	3.5	7.1
1968	3.0	6.9
1969	2.5	6.7
1970	2.8	6.6

FUTURE IMPLEMENTATION

1. The Safety Staff will continue its present safety programs assigning priorities and manpower to the most essential aspects thereof. Greater emphasis on the CIA safety programs and the implementation of safety standards will be considered in view of Executive Order 11612. Section 2 of the EO states in part that the Secretary of Labor or his designee in the Department of Labor shall "evaluate the safety programs of Federal departments and agencies annually, and, with the consent of the head of the affected department or agency, the Secretary may conduct at headquarters or in the field such investigations as he deems necessary."

SECRET

2. Safety surveys are considered basic and essential to a successful safety program. These surveys include a complete inspection of the facilities, observations of daily operations, examination of equipment, atmospheric testing, and review of the measures used to develop safe behavior. Detailed reports are forwarded to the appropriate responsible officials and the Safety Staff is advised by written report when the hazards have been corrected. Surveys will be conducted of major facilities and those involving the more hazardous activities as time and manpower permit.

3. As will be noted under paragraph 2 of PRESENT IMPLEMENTATION, revision of the handbooks is a slow process and has been given low priority. However, in view of the very limited safety training and experience of employees designated as Safety Officers within the CIA components, comprehensive safety handbooks are considered important references. Work will continue on this handbook as coverage of other higher priority aspects of the safety program permits.

4. Safety Staff personnel will continue to attend select safety courses as the work load permits.

5. Fifty copies of these publications have been obtained and are being distributed to designated Safety Officers of major CIA facilities. Additional copies will be obtained when the present supply is exhausted.

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[Redacted]
Howard J. ~~Oborn~~
Director of Security

Att

Distribution:

Orig ~~&~~ - Addressee
1 - ER
~~✓~~ - DD/S subject
1 - D/Sec.

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Approved For Release 2003/02/27 : CIA-RDP84-00780R004200170001-9

71-4478/0

16 NOV 1971

The Honorable J. D. Hodgson
The Secretary of Labor
Washington, D. C. 20210

Dear Mr. Secretary:

In accordance with your letter of 24 August 1971, I am transmitting a report of the Central Intelligence Agency's plans for the implementation of applicable safety standards promulgated under Section 6 of the Occupational Safety and Health Act. The report also includes the names of Agency personnel responsible for implementation of the safety and health programs.

I wish to assure you of our full support in conducting safety and health programs consistent with standards developed under the Occupational Safety and Health Act.

Sincerely,

Richard Helms

Richard Helms
Director

Enclosure

O/ADD/S:ms

Retyped: O/ExDir:sfc

Distribution:

O - Addressee

1 - ER, w/basic

1 - DDCI

1 - D/S

1 - DDS

Originator: /s/ Howard J. Osborn

Concurrence: /s/ John W. Coffey
15 October 1971

DD/S 71-3951

The Honorable J. D. Hodgson
The Secretary of Labor
Washington, D. C. 20210

Dear Mr. Hodgson:

In accordance with your letter of 24 August 1971, I am transmitting a report of the Central Intelligence Agency's plans for the implementation of applicable safety standards promulgated under Section 6 of the Occupational Safety and Health Act. The report also includes the names of Agency personnel responsible for implementation of the safety and health programs.

I wish to assure you of our full support in conducting safety and health programs consistent with standards developed under the Occupational Safety and Health Act.

Sincerely,

Richard Helms
Director

Encl

Prepared by OS
Retyped:O/ADD/S:ms (14 Oct 71)
Distribution:

Orig & 1 ~ Adse

- 1 ~ Signing Official
- 1 ~ ER, w/Basic
- 1 ~ DDCI
- 1 ~ D/Sec.
- 2 ~ DD/S

Originator: /s/Howard J. Osborn (on orig)

Howard J. Osborn
Director of Security

Date :

Concurrence: (signed) John W. Coffey

John W. Coffey
Deputy Director
for Support

Date :

15 OCT 1971

REPORT TO THE DEPARTMENT OF LABOR
IMPLEMENTATION OF APPLICABLE SAFETY STANDARDS
CENTRAL INTELLIGENCE AGENCY

1 October 1971

1. Basic responsibility for the Safety Program is assigned to the Director of Security who has designated [redacted] the Central Intelligence Agency Safety Officer, to develop and conduct the overall program. The responsibility for planning and directing the Agency medical support program is assigned to the Director of Medical Services. Within the Office of Medical Services, [redacted] Chief, Clinical Division, is specifically responsible for the occupational health program and for rendering assistance to the CIA Safety Officer in medical aspects of the Safety Program.

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2. The Agency has its own medical staff. Medical facilities for employees include dispensaries, health rooms and first aid equipment as appropriate. These facilities are provided for employees in the field and in Washington. An occupational health program, under the provisions of Public Law 658, 79th Congress and subsequent executive issuances is maintained. This program includes continuing occupational safety and health examinations, inspections and other medical support for Agency activities by staff medical officers and nurses. The standards promulgated in the Federal Register of 29 May 1971 have been incorporated into this ongoing professional program.

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3. The Agency's written regulations require compliance with applicable safety standards and codes. These regulations also stipulate that officials of all components designate their own safety officers to insure the safety problems unique to each component are being identified and corrected. The regulations are supplemented through the issuance of safety handbooks and notices.

4. The Agency Safety Committee, comprised of senior officials representing major components, reviews the status of the Safety Program and provides recommendations and assistance for its improvement. A special headquarters committee assists field stations in carrying out their responsibilities regarding unique safety problems. Further, many field installations have established safety committees to assist in their area safety programs.

5. Safety surveys are conducted by the Agency Safety Staff to insure compliance with applicable safety standards and codes. These surveys include a complete inspection and review of the facilities, observations of daily operations, examination of equipment, and effectiveness of measures used to develop safe behavior. Detailed reports are forwarded to the appropriate responsible officials after each survey. These reports recommend correction of specific safety, health, and fire hazards. The Safety Staff is advised by written report when these hazards have been corrected.

6. Agency policy requires that alterations, renovations, repairs and new construction be coordinated with the Director of Security. As a result, plans and specifications of new buildings and major remodeling are received and reviewed by the Safety Staff to insure compliance with applicable safety standards and codes.

7. The Agency receives the Federal Register which enables its personnel to keep abreast of all safety standards as promulgated by the Secretary of Labor. Further, the Safety Staff maintains an up-to-date library of publications containing the latest safety standards, codes, and specifications.

8. Personnel of the Safety Staff attend specialized safety courses.

9. Representatives of the Safety Staff work with the Federal Safety Council, Federal Fire Council, and the National Safety Council.

10. Security officers who are also designated as safety officers assigned to various components throughout the Agency, both at headquarters and in the field, are given three days of intensive safety training. The training includes review of their responsibilities as safety officers.

STAT

review of safety regulations and handbooks, techniques of safety and fire inspections, investigations of accidents and fires, submission of proper records, fire prevention, and fire fighting.

12. The safety handbook is currently being revised to include more instructive and specific information to assist the safety officers designated by operating officials so that they may be utilized to the maximum extent possible.

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Approved For Release 2003/02/27 : CIA-RDP84-00780R004200170001-9

Next 2 Page(s) In Document Exempt

Approved For Release 2003/02/27 : CIA-RDP84-00780R004200170001-9

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OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS		DATE	INITIALS
1	The Director		26 AUG 1971	X
2	The Executive Director			
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	ACTION	DIRECT REPLY	PREPARE REPLY	
	APPROVAL	DISPATCH	RECOMMENDATION	
	COMMENT	FILE	RETURN	
	CONCURRENCE	INFORMATION	SIGNATURE	

Remarks:

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FROM: NAME, ADDRESS AND PHONE NO.

DATE

UNCLASSIFIED CONFIDENTIAL SECRET

FORM NO. 237 Use previous editions
1-67

(40)

71-4498

U. S. DEPARTMENT OF LABOR
OFFICE OF THE SECRETARY
WASHINGTON

AUG 24 1971

Honorable Richard M. Helms
Director
Central Intelligence Agency
Washington, D. C. 20505

Dear Mr. Helms:

On December 29, 1970, when President Nixon signed the Occupational Safety and Health Act, the Department of Labor and all Federal agencies were given new safety responsibilities. On July 26, 1971, the President also signed Executive Order 11612 entitled, "Occupational Safety and Health Program for Federal Employees," to provide additional safety and health protection for Federal employees and to clarify present efforts in this area. Copies of the Act and Executive Order are enclosed.

Section 19 of the Act requires Federal agencies to establish and to maintain safety and health programs consistent with the standards promulgated under the Act. Initial safety standards were issued in the Federal Register of May 29, 1971 (copy enclosed). I would appreciate your advising me within 90 days of your plans to implement the standards which are applicable to operations of your agency.

In connection with Section 1(1) of the Executive Order, please advise me of the name of the individual you have designated to be responsible for the management of the safety program within your agency.

We both have a commitment to work together toward reducing Federal employee injuries. You have my support in this endeavor. I solicit yours.

Sincerely,


Secretary of Labor

Enclosures

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13 OCT 1971

MEMORANDUM FOR: Director of Central Intelligence
THROUGH : Deputy Director for Support *5 OCT 1971*
SUBJECT : Report of the Central Intelligence Agency's Plans for Implementation of Safety Standards

1. This memorandum suggests action on the part of the DCI; this action is contained in paragraph 3.
2. In a letter dated 24 August 1971, the Secretary of Labor asked for a report of the Central Intelligence Agency's plans for the implementation of applicable safety standards promulgated under Section 6 of the Occupational Safety and Health Act. He also asked for the name of the individual designated to be responsible for the management of the safety program within the Central Intelligence Agency.
3. In response to the Secretary of Labor's request, the attached letter has been prepared for your signature.

STAT

Howard J. Osborn
Director of Security

Att

SUBJECT: Report of the Central Intelligence Agency's
Plans for Implementation of Safety Standards

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CENTRAL INTELLIGENCE AGENCY

WASHINGTON, D. C. 20505

OFFICE OF THE DIRECTOR

MEMORANDUM FOR: The Honorable J. D. Hodgson
The Secretary of Labor

SUBJECT : Report of the Central Intelligence Agency's Plans for Implementation of Safety Standards

1. In accordance with your letter of 24 August 1971, I am transmitting a report of the Central Intelligence Agency's plans for the implementation of applicable safety standards promulgated under Section 6 of the Occupational Safety and Health Act. The report also includes the names of Agency personnel responsible for implementation of the safety and health programs.

2. I wish to assure you of our full support in conducting safety and health programs consistent with standards developed under the Occupational Safety and Health Act.

Richard Helms
Director

Att

SUBJECT: Report of the Central Intelligence Agency's
Plans for Implementation of Safety Standards

ORIGINATOR:

STAT



Howard J. Osborn
Director of Security

13 Oct 1971

Date

CONCURRENCE:

STAT



John W. Coffey
Deputy Director
for Support

13 Oct 71

Date

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REPORT TO THE DEPARTMENT OF LABOR
IMPLEMENTATION OF APPLICABLE SAFETY STANDARDS
CENTRAL INTELLIGENCE AGENCY

1 October 1971

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1. Basic responsibility for the Safety Program is assigned to the Director of Security who has designated [redacted] the Central Intelligence Agency Safety Officer, to develop and conduct the overall program. The responsibility for planning and directing the Agency medical support program is assigned to the Director of Medical Services. Within the Office of Medical Services, [redacted] Chief, Clinical Division, is specifically responsible for the occupational health program and for rendering assistance to the CIA Safety Officer in medical aspects of the Safety Program.

2. The Agency has its own medical staff. Medical facilities for employees include dispensaries, health rooms and first aid equipment as appropriate. These facilities are provided for employees in the field and in Washington. An occupational health program, under the provisions of Public Law 658, 79th Congress and subsequent executive issuances is maintained. This program includes continuing occupational safety and health examinations, inspections and other medical support for Agency activities by staff medical officers and nurses. The standards promulgated in the Federal Register of 29 May 1971 have been incorporated into this ongoing professional program.

3. The Agency's written regulations require compliance with applicable safety standards and codes. These regulations also stipulate that officials of all components designate their own

safety officers to insure the safety problems unique to each component are being identified and corrected. The regulations are supplemented through the issuance of safety handbooks and notices.

4. The Agency Safety Committee, comprised of senior officials representing major components, reviews the status of the Safety Program and provides recommendations and assistance for its improvement. A special headquarters committee assists field stations in carrying out their responsibilities regarding unique safety problems. Further, many field installations have established safety committees to assist in their area safety programs.

5. Safety surveys are conducted by the Agency Safety Staff to insure compliance with applicable safety standards and codes. These surveys include a complete inspection and review of the facilities, observations of daily operations, examination of equipment, and effectiveness of measures used to develop safe behavior. Detailed reports are forwarded to the appropriate responsible officials after each survey. These reports recommend correction of specific safety, health, and fire hazards. The Safety Staff is advised by written report when these hazards have been corrected.

6. Agency policy requires that alterations, renovations, repairs and new construction be coordinated with the Director of Security. As a result, plans and specifications of new buildings and major remodeling are received and reviewed by the Safety Staff to insure compliance with applicable safety standards and codes.

7. The Agency receives the Federal Register which enables its personnel to keep abreast of all safety standards as promulgated by the Secretary of Labor. Further, the Safety Staff maintains an up-to-date library of publications containing the latest safety standards, codes, and specifications.

8. Personnel of the Safety Staff attend specialized safety courses.

9. Representatives of the Safety Staff work with the Federal Safety Council, Federal Fire Council, and the National Safety Council.

10. Security officers who are also designated as safety officers assigned to various components throughout the Agency, both at headquarters and in the field, are given three days of intensive safety training. The training includes review of their responsibilities as safety officers, review of safety regulations and handbooks, techniques of safety and fire inspections, investigations of accidents and fires, submission of proper records, fire prevention, and fire fighting.

11. Senior officials representing major components of the Agency outside of the headquarters area are instructed by letter to cooperate with field safety councils of the Federal Safety Council.

12. The safety handbook is currently being revised to include more instructive and specific information to assist the safety officers designated by operating officials so that they may be utilized to the maximum extent possible.